

**TOWN OF DAVIE**  
**TOWN COUNCIL AGENDA REPORT**

**TO:** Mayor and Councilmembers

**FROM/PHONE:** Herb Hyman/797-1016

**PREPARED BY:** Herb Hyman/797-1016

**SUBJECT:** Resolution

**AFFECTED DISTRICT:** All

**ITEM REQUEST:** Schedule for Council Meeting

**TITLE OF AGENDA ITEM:** A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, SELECTING THE FIRM OF ADVANCED PROCESSING & IMAGING, INC. TO PROVIDE DOCUMENT IMAGING SOFTWARE AND AUTHORIZING THE TOWN ADMINISTRATOR OR HIS DESIGNEE TO NEGOTIATE AN AGREEMENT FOR SUCH SOFTWARE.

**REPORT IN BRIEF:** The Town solicited competitive sealed proposals for providing a local road master plan. RFP documents were sent to twenty-five (25) prospective proposers. Additionally, the bid was advertised state-wide in Florida Bid Reporting and nationally in BidNet and also posted on the Town's web site. The Town received five (5) proposals. The selection committee short listed to the top three firms and invited the top three firms to make an oral presentation. Upon hearing the oral presentation from the three firms, the selection committee ranked the firms in order of preference. Therefore, the recommendation is for Advanced Processing & Imaging, Inc. as the top ranked firm in accordance with the ranking totals attached hereto.

**PREVIOUS ACTIONS:** Not applicable.

**CONCURRENCES:** The firm of Advanced Processing & Imaging, Inc. was chosen by the selection committee.

**FISCAL IMPACT:** Yes

Has request been budgeted? Yes

If yes, expected cost: To be negotiated with the highest ranked firm.

Account Name: Information Systems-Capital Outlay Account

Additional Comments: The negotiated contract will be submitted to the Town Council for approval at a future meeting date.

**RECOMMENDATION(S):** Motion to approve the resolution.

**Attachment(s):** Procurement Authorization, Selection Committee Rankings, and Incorporation information

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, SELECTING THE FIRM OF ADVANCED PROCESSING & IMAGING, INC. TO PROVIDE DOCUMENT IMAGING SOFTWARE AND AUTHORIZING THE TOWN ADMINISTRATOR OR HIS DESIGNEE TO NEGOTIATE AN AGREEMENT FOR SUCH SOFTWARE.

WHEREAS, the Town solicited proposals to provide a document imaging software; and

WHEREAS, the selection committee has selected Advanced Processing & Imaging, Inc. as the firm best qualified to provide the required software; and

WHEREAS, it is in the Town's best interest to execute a contract for such software.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council of the Town of Davie does hereby accept the selection of Advanced Processing & Imaging, Inc. as the firm best qualified to provide the required software and authorizes the Town Administrator or his designee to negotiate an agreement for such software and present that contract for approval at a future meeting date. Should no agreement be reached with the highest ranking firm, then the Town Administrator or his designee shall negotiate with the next ranked firm and present that agreement for approval.

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2007

\_\_\_\_\_

—

MAYOR/COUNCILMEMBER

Attest:

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TOWN CLERK

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2007

# TOWN OF DAVIE PROCUREMENT AUTHORIZATION

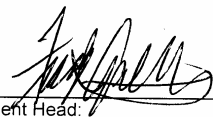
ACCOUNT NUMBER BUDGET ITEM & DESCRIPTION APPROXIMATE COST  
052-0254-593-4400 IMAGING SOFTWARE \$80,000.00  
INFO SYSTEMS-CAP. OUTLAY

METHOD OF PROCUREMENT (check the one that applies)


- ☐ Open Competitive Bidding  
☐ Piggyback on Contract Number  
☐ Sole Source  
☒ Request For Proposals

SPECIFICATIONS & LIST OF VENDORS MUST BE ATTACHED


Signed

Department Head: 

Have Funds been Reserved RES. 35919

Date 5/23/07 Signed 


Signed

Town Administrator 

BIDS SUBMITTED

VENDOR	COST
<u>ADVANCED PROCESSING + IMAGING, INC.</u>	<u>RANKED 1ST</u>
<u>INFORMATION ACCESS SYSTEMS, INC.</u>	<u>RANKED 2ND</u>
<u>TESHA BA</u>	<u>RANKED 3RD</u>
<u>FOCUTEK IMAGING SOLUTIONS, INC.</u>	<u>NOT RANKED</u>
<u>R+S INTEGRATED PRODUCTS &amp; SOLUTIONS</u>	<u>NOT RANKED</u>

Signed

Procurement Manager 



BID SPECIFICATION COMMITTEE'S RECOMMENDATION

Vendor

Cost

ADVANCED PROCESSING + IMAGING, INC. RANKED 1ST

	A	B	C	D
1				
2				
3				
4				
5				
6	COMMITTEE MEMBER	TOSHIBA	ADVANCED INFO ACCESS	
7			PROCESSING SYSTEMS	
8				
9	R. MUNIZ	3		2
10	M. KUTNEY	3	6	1
11	L. PETERS	3	1	2
12	M. DIEZ	3	1	2
13	F. APICELLA	3	2	1
14	H. HYMAN	3	2	1
15				
16	TOTAL	18	8	10
17				
18	RANKING	2 <sup>nd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>

FLORIDA DEPARTMENT OF STATE DIVISION OF CORPORATIONS					
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<a href="#">Events</a>	<a href="#">No Name History</a>	<input type="text" value="Entity Name Search"/>			
<b><u>Detail by Entity Name</u></b>					
<b><u>Florida Profit Corporation</u></b>					
ADVANCED PROCESSING & IMAGING, INC.					
<b><u>Filing Information</u></b>					
<b>Document Number</b>	P96000002563				
<b>FEI Number</b>	650642251				
<b>Date Filed</b>	01/04/1996				
<b>State</b>	FL				
<b>Status</b>	ACTIVE				
<b>Effective Date</b>	NONE				
<b>Last Event</b>	AMENDMENT				
<b>Event Date Filed</b>	12/29/2006				
<b>Event Effective Date</b>	NONE				
<b><u>Principal Address</u></b>					
1350 E. NEWPORT CENTER DRIVE 200 DEERFIELD BEACH FL 33442 77 Changed 04/10/2006					
<b><u>Mailing Address</u></b>					
1350 E. NEWPORT CENTER DRIVE 200 DEERFIELD BEACH FL 33442 Changed 04/10/2006					
<b><u>Registered Agent Name &amp; Address</u></b>					
HARRIS, MICHAEL B 1555 PALM BEACH LAKES BLVD. STE. 310 WEST PALM BEACH FL 33401 US Name Changed: 06/06/2000 Address Changed: 03/18/2004					
<b><u>Officer/Director Detail</u></b>					



ADVANCED  
PROCESSING &  
IMAGING, INC.  
www.apimg.com

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June 26, 2007  
Response to RFP #B-07-84

### Town of Davie Vendor/Bidder Disclosure

I, McI Rothberg, being first duly sworn state that:  
The full legal name and business address of the person(s) or entity contracting with the  
Town of Davie ("Town") are as follows (Post Office addresses are not acceptable):

Name of Individual, Firm, or Organization: Advanced Processing & Imaging, Inc.  
Address: 1350 E. Newport Center Drive, Suite 200  
Deerfield Beach, FL 33442  
FEIN: 65-0642251  
State and date of incorporation: Florida, 1996

#### OWNERSHIP DISCLOSURE AFFIDAVIT

1. If the contract or business transaction is with a corporation, the full legal name and business address shall be provided for each officer and director and each stockholder who directly or indirectly holds five percent (5%) or more of the corporation's stock. If the contract or business transaction is with a trust, the full name and address shall be provided for each trustee and each beneficiary. All such names and address are as follows (Post Office addresses are not acceptable):

Full Legal Name	Address	Ownership
<u>Lonnie Sanders</u>	<u>9619 Nevada Place, Boca Raton, FL 33434</u>	<u>16.6%</u>
<u>Juan Rodriguez</u>	<u>9369 Gettysburg Road, Boca Raton, FL 33434</u>	<u>16.2%</u>
<u>Leonard Ferro</u>	<u>15 White Birch Circle, Hope, RI 02831</u>	<u>16.2%</u>
<u>Les Glick</u>	<u>12306 Ashville Drive, Tampa, FL 33626</u>	<u>5.5%</u>

2. The full legal names and business addresses of any other individual (other than subcontractors, materialmen, suppliers, laborers, and lenders) who have, or will have, any legal, equitable, or beneficial interest in the contract or business transaction with the Town are as follows (Post Office addresses are not acceptable):

Full Legal Name	Address
<u>Not Applicable</u>	<u>Not Applicable</u>



**Request for Taxpayer  
Identification Number and Certification**

Give form to the  
requester. Do not  
send to the IRS.

Print or type See Specific instructions on page 2.	Name (as shown on your income tax return) <b>Advanced Processing &amp; Imaging, Inc.</b>	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
	<input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.) <b>1350 E. Newport Center Drive, Suite</b> City, state, and ZIP code <b>Deerfield Beach, FL 33442</b>	
List account number(s) here (optional)		
Requester's name and address (optional)		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

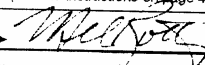
Social security number								
or								
Employer identification number								
6	5	0	6	4	2	5	1	

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

**Sign Here** Signature of U.S. person ▶ 

Date ▶ **June 22, 2007**

**Purpose of Form**

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,